

MINUTES
of the
WAUKESHA COUNTY
COMMUNITY DEVELOPMENT BLOCK GRANT BOARD
March 12, 2014

The 284th meeting of the Waukesha County Community Development Block Grant Board was called to order by Chairman Gilbert Yerke at 3:16 p.m. on Wednesday, March 12, 2014 in room 355 of the Waukesha County Administration Center located at 515 W. Moreland Blvd. in Waukesha, Wisconsin 53188.

Members Present: Scott Allen, Michele DeYoe, Joan Francoeur, Fred Muenkel, Larry Nelson, Kathleen Novack, Robyn Turtenwald, Stephen Welch, and Lillie Wilson

Excused Absence: Michael Stivorio

Staff Present: Kristin Silva, Diane Delury, Lori Rutzinski, and Christine Brockish, Waukesha County

Guests: Diane Ripple and Connie Turbville, The Women's Center, Inc.
Kim Haines, Waukesha County,

- I. The meeting was called to order by the Chairman Gilbert Yerke at 3:16 p.m. with a quorum of the Board present.
- II. On a motion by Larry Nelson and seconded by Robyn Turtenwald, the minutes from the February 12, 2014 meeting were unanimously approved.
- III. No Public Comments were heard.

Kristin Silva introduced Lori Rutzinski to the Board. Kristin said that Lori worked previously with the EAP program for Waukesha County, has her bachelor's degree in accounting and will be our full time Fiscal Specialist. Kristin also indicated that a part-time Administrative Specialist was hired, Christine Brockish, and will be attending the meeting shortly. Kristin asked that the Board members to introduce themselves to Lori.

Kristin indicated to the Board that the 2015 CDBG application process has begun and applications will be due by 4:30 pm on April 1, 2014. Kristin mentioned that the technical assistance meeting went well with a good turn out of attendees and that all pertinent information pertaining to the 2015 CDBG application process is posted on the CDBG website.

- IV. The Board discussed the Women's Center 2014 Crisis Line funding. Kristin had indicated that the Crisis Line funding was picked by HUD to be reviewed and that HUD was uncomfortable with some of the reporting information collected from the Crisis Line project. Kristin suggested to the Board that we no longer fund the Crisis Line with CDBG due to the difficulty in accurately reporting statistics from anonymous calls, and move their \$7000 funding for 2014 to the Sister House Shelter project. Diane Ripple, The Women's Center, stated that she is ok with the funding changes from The Crisis Line to the Sister House project and will continue to look for funding for their Crisis Line. Steve Welch motioned that the Board should allocate 2014 Crisis Line funding to the 2014 Shelter House contract, seconded by Robyn Turtenwald.

- V. Regarding the Taxi Replacement Schedule and Policy, Kristin referred the Board to the memo she passed out pertaining to the six Taxi services. Kristin was contacted by Supervisor Zaborowski regarding the policy where taxi services could use CDBG funds to purchase a vehicle every other year. He indicated that the New Berlin Senior Taxi would like the flexibility for funding items other than purchases of a vehicle, and that the current policy for funding didn't work for them. Kristin indicated that other area Taxi Services have indicated that the policy currently in place is working fine for them.

A short break was taken to introduce Christine Brockish to the Board who had just entered the meeting, and that Christine was hired as a part-time Administrative Specialist and would be working a lot with the CDBG contract process.

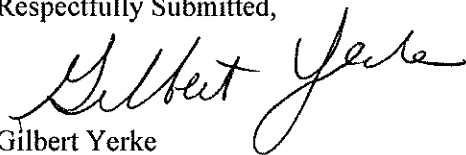
Gilbert Yerke had stated that ADRC also gives funds to the area taxi services, which saves the County money. He indicated that it is confusing for taxi services to determine if they are in or out of cycle. Board members discussed if we need more in writing to clarify their funding cycle. Kristin suggested we keep the funding as a purchase rather than an operating expense, as it does get problematic with reporting operating expenses. The Board suggested that contract language specifically state that operating expenses aren't eligible for funding.

Kristin asked the Board if they still wanted to proceed with the 2014 Michael Stivorik Award process, stating that this was the fourth year and suggested that July/August would be a good time to present the award after the CDBG contract process was completed. Kristin indicated that she received three nominations for 2013. The Board had asked if we could enlarge the audience for the Michael Stivorik Award, and Kristin indicated that the award is only given to non-profits who receive CDBG funding. The Board agreed we continue the Michael Stivorik Award and that notification be sent to subgrantees regarding the Michael Stivorik Award.

Kristin confirmed the next CDBG Board meeting will be on April 9, 2014 at 3:15 pm. The 2015 CDBG applications are due April 1, 2014 and that binders with all the applications submitted will be available to the Board members at this meeting. Kristin indicated that the Board will have a month to review the applications and that scoring of the applications will be on May 14 and May 15, 2014 from 1-5 p.m. Kristin mentioned that HUD allocations should be determined in the coming weeks so that the Annual Plan can be submitted.

- VI. On a motion by Michele DeYoe and seconded by Robyn Turtenwald, the meeting was adjourned at 3:58 p.m.

Respectfully Submitted,



Gilbert Yerke
Chairman